

## **BID AND CONTRACT ASSISTANT**

### **DISTINGUISHING FEATURES**

The fundamental reason the Bid and Contract Assistant exists is to process solicitations and contracts in support of Bid and Contract staff to meet expectations for quality service. Sets up and maintains manual and automated files, produces reports, monitors activity regarding Council Actions, prepares award documents including necessary follow up, and performs associated Purchasing Clerk tasks as necessary in the Purchasing Department. This classification is not supervisory. Work is performed under direct supervision by a Purchasing Manager.

### **ESSENTIAL FUNCTIONS**

Creates manual and automated files.

Takes ownership for creating, placing and paying for all required procurement advertising.

Types a variety of solicitation documents according to instructions provided by the Bid and Contract staff, and generates labels for mailing.

Enters data in manual and automated logs and programs.

Handles all monies received in the form of cash or check for the sale of plans and specifications, makes change, prepares bank deposit producing an accurate financial report for weekly transactions from \$500 to \$1,000.

Effectively communicates by telephone and face-to-face with customers providing them with quality customer service.

Reviews and approved standard form contracts over \$2,000.

Assists Purchasing Technician by updating Purchasing Websites with the latest and most accurate information.

Takes ownership for self-development in the areas of bid and contract processing, word processing, automated record keeping, office automation, and interpersonal skills.

Assists Purchasing Technician with all work associated to Bid and Contract databases.

Inputs all Vendor registration information submitted into Bid and Contract database, and handles any necessary follow up.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Construction activity and terms.

Automated systems including word processing, record keeping, and standard office operation.

Microsoft Office software including Word and Excel.

Ability to:

Demonstrate strong organizational skills.

Operate a variety of standard office equipment including a computer, a variety of computer software, copy and facsimile machine, telephone, 10-key calculator that require continuous and repetitive arm and hand and eye movement.

Sit 80% and walk or stand 10% of the workday.

Lift and carry plans, files and bid documents weighing up to 25 pounds.

Prepare statistical reports, letters, memos or other similar types of documents.

Comprehend and make inferences from written material and verbal and/or written instructions.

Work independently and under pressure and follow through without direct supervision.

Maintain complex records.

Produce work within established standards and deadlines.

Communicate effectively, both verbally and in writing.

Maintain courteous and respectful communications and effective working relationships with co-workers, all levels of City staff, and private sector contractors and professionals.

Maintain regular consistent attendance and punctuality.

### **Education & Experience**

Any combination of training, education and experience equivalent to two years responsible experience in clerical support for purchasing or construction administration. One-year experience in procurement related training, seminars, or course work specific to the Bid and Contract field.

FLSA Status: Non-exempt

HR Ordinance Status: Classified